

Guernsey Memorial Library  
Board of Trustees Meeting  
January 14, 2021

Attendance: President-Lisa Mody Treasurer-Wendy Burdick, Agnes Eaton,  
Lorry Chwazik, Leah Mealing, Patti Giltner, Jane Clement,  
Director-Connie Dalrymple, Children's Librarian-Kim Hazen  
Absent: Pat Horton

Meeting called to order via Zoom at 6:37 pm by President L. Mody.

Minutes of the December meeting were approved upon a motion by A. Eaton.  
2nd. P. Giltner.

Minutes will be sent to Trustees soon after meetings. Please send corrections or  
additions to J. Clement.

**Reports:**

**Treasurer's Report: W. Burdick**

We are at 50% of the fiscal year. Budget is 41% expended. Revenue is at 57%  
Encumbrances are at 69%. Report was approved upon a motion by L Mealing.  
2nd P. Giltner

**Finance Committee:**

The bills were approved to be paid upon a motion by J. Clement. 2nd L.Chwazik.  
All Trustees are to view the bills on line and approve or question them.

**Blanket Purchase Orders/Large Bills:** None

**Director's Report: C. Dalrymple** - attached

Walk-ins at the library have declined since December.

**Children's Librarian: K. Hazen** - attached

**Unfinished Business:**

Pictures of the auction items with bids received were sent to Trustees.  
A motion to approve the next auction was made by P. Giltner. 2nd L. Chwazik.

**New Business:**

Trustees are asked to review the By-Laws before the next meeting.

After discussion, a motion was made to authorize C. Dalrymple to obtain a credit card for indemnified library staff to use for internet purchases. Library staff includes: the Librarian, Children's Librarian, Account Clerk and Custodian. Motion was made by P. Giltner. 2nd J. Clement. Approved.

A motion to approve the adoption of a new record retention schedule: <http://www.archives.nysed.gov/records/local-government-record-schedule/introduction> was made by L. Mody. 2nd L. Chwazik. Approved. C. Dalrymple will make staff aware and check comprehension.

The next meeting will be February 11, 2021 at 6:30 pm via Zoom.

As there was no further business, the meeting adjourned at 7:45 pm.

Jane S. Clement, secretary